



**OFFICE OF THE CHIEF PROCUREMENT OFFICER
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018
CHICAGO, ILLINOIS 60602-1375
(312) 603-5370

PURCHASE ORDERED ISSUED TO
1104108

Twomaytoz Inc
814 North Blvd
Oak Park IL 60301

DATE
4/14/2016
F.O.B. POINT

PURCHASE ORDER NO.
194974 - 000- OP
REQUISITION NO.
00123543 OR

COOK COUNTY FEIN: 36-6006541
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K

SHIP TO Judiciary - Administration
Richard J. Daley Center
50 W. Washington Street RM 2600
CHICAGO IL 60602-3002

DELIVERY INSTRUCTIONS

DAVID SMID
3083

312-603-

DEPT NO	
3100809	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	JUROR FOOD SERVICE FOOD SERVICE FOR IMPANELED JURY TRIALS AT THE MAYWOOD COURTHOUSE BREAKFAST MEALS AS PER CONTRACT NO. 1514-14572 CONTRACT PERIOD: AUGUST 1, 2015 THRU JULY 31, 2016 WITH (1) ONE-YEAR RENEWAL OPTION AMOUNT AUTHORIZED: \$1919.40 ALL MEALS TO BE DELIVERED TO THE MAYWOOD COURTHOUSE LOCATED AT: 1500 MAYBROOK DRIVE MAYWOOD, IL 60153 PER ATTACHED SPECIFICATIONS AMENDMENT # 1 - RENEWAL AND INCREASE OPTION AMENDMENT PERIOD: AUGUST 1, 2016 THROUGH JULY 31, 2017 AMENDMENT AMOUNT: \$1,919.40 TOTAL REVISED AMOUNT AUTHORIZED: \$3,838.80 AMOUNT ENCUMBERED ON P.O. 192544: \$1,919.40 BREAKFAST MEAL = \$4.57 PER MEAL TOTAL PREVIOUSLY ENCUMBERED: \$1,919.40 AMOUNT ENCUMBERED ON THIS P.O. \$1,919.40 TOTAL ENCUMBERED AMOUNT INCLUDING THIS P.O.: \$3,838.80 BALANCE ON THIS PO	.00 LO	1,919.4000	1,919.40	3100809.520220
***** Total Order *****				1,919.40	

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE CHIEF PROCUREMENT OFFICER

RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)

I hereby certify that I have received the goods/services reflected above and that the
Items referenced are in full conformity with the purchase order/contract.

Authorized Signature: _____

Date: _____

I hereby certify that this purchase is in agreement with the requisition
on file authorizing the expenditure and is properly approved.
CHIEF PROCUREMENT OFFICER Date: _____

John E. ML 25 April 2016

OP

SPECIFICATIONS – Maywood Courthouse

The Contractor shall provide meals to jurors and courtroom personnel. The Contractor is not required to bid on all meal types. Proposed cost should be inclusive pricing to include labor and delivery.

General Description of Services:

<u>Line</u>	<u>Description</u>	<u>Meal Type</u>	<u>Quantity</u> (based on 1 year)	<u>Proposed Cost</u> (per meal)	<u>Total Proposed Cost</u> (Total Meal Cost for 1 year term)
1.	Food and Beverage	Breakfast – description below	420	\$ 4.57	\$ 1919.40

**Estimated number of meals over a one (1) year term. Actual number of meals will vary.

Detailed Description of Services**Breakfast**

A continental style breakfast shall include a minimum of two (2) items, unless ordered in lesser quantities:

(a) a choice of five (5) different beverages, including an eight ounce (8 oz.) regular or decaffeinated hot coffee or tea served either in insulated individual containers or in insulated pots to maintain proper temperature (containers may be disposable), an eight ounce (8 oz.) chilled fruit or vegetable juice, or an eight ounce (8 oz.) carton of two-percent (2%) milk.

(b) a choice of fresh or prepackaged pastry; donut, muffin, bagel, or similar assorted baked goods.

Special Diet Requirements: Diabetic, vegetarian, vegan, gluten free, and peanut free options for all meals shall be available upon request. All meals shall be served with traditional condiments and dressings, including margarine, jellies, mayonnaise, cream cheese, mustard, ketchup, salt, pepper, sugar substitutes, non-dairy creamer, and salad dressings, as applicable. Paper products and eating utensils shall also be provided.

Food Quality Standards

The Services shall be performed in a manner consistent with approved food service industry standards for comparable meal delivery services.

- a) Except for prepackaged elements, food must be prepared fresh except in emergency situations or with the prior written approval of the County. A maximal effort shall be made by Contractor to assure that all foods have an appetizing appearance, are palatable, are served at proper temperatures and that the food products retain nutritional food values. No "day-old" breads, pastries or baked goods shall be served.
- b) Contractor shall use no less than the following standards for purchase of raw food products: Only first quality foods, such as Grade B poultry, U.S. Grades of beef, Grade A Fancy fresh or frozen vegetables and fruits shall be used. All foods served shall be wholesome and free from spoilage. County may require manufacturer's statement of ingredients for items used by Contractor.

- c) Food quality is critical to the Contractor's performance of this Contract. Failure to meet food quality standards in the performance of the Services shall be a material breach of this Contract. Contractor will cooperate with County in promptly resolving any complaints about food quality or other concerns regarding performance of the Services.

Required Days and Hours of Operation

The County will endeavor to provide the Contractor with at least two (2) hours' notice prior to delivery of meals. However, Contractor must be able to provide meals regardless of the amount of notice given. In addition, the Contractor will be responsible for delivering boxed meals directly to the courtrooms at the times requested, which may be after the close of normal business hours.

Meals shall be delivered as follows; Monday through Friday:

Breakfast Meals from 7:30 a.m. to 9:30 a.m.

With the exception of Court Holidays observed by the Court Calendar. Currently, Court Holidays include New Year's Day, Martin Luther Jr. Day, Lincoln's Birthday, Presidents' Day, Casimir Pulaski Day, Memorial Day; Independence Day; Labor Day; Columbus Day; Veteran's Day; Thanksgiving Day; Christmas Day. Court Holidays shall also include any other holidays designated from time to time by the Circuit Court of Cook County as Court Holidays.

Delivery

All deliveries are to the Maywood Courthouse, located at 1500 Maybrook Drive, Maywood Illinois 60153.

Employees involved in deliveries to the Complex, or who otherwise may visit the Complex, shall be thoroughly screened by Contractor before working at the Complex due to the potential contact with judges, jurors, Court employees, and matters of a sensitive nature. Screening shall include, but is not limited to, a criminal background check, polygraph test, fingerprinting and photographs. The County reserves the right to conduct background checks on Contractor's employees and to review Contractor's records relating to security issues.

Cost of Delivery is to be included in the Per Meal Cost.